



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 2, CTR [Classified Competitive]			Salary P21 \$51,529.95 - \$72,953.46
Posting Number 04-16	Position Number 044275 & 046514	Number of Positions 2	Posting Period * From: 1/11/16 To: 1/25/16
Location: Division of Epidemiology, Environmental & Occupational Health Cancer Epidemiology Services, NJ State Cancer Registry 135 East State Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
Under the general supervision of a Supervising Public Health Representative or other supervisory official, is responsible for correcting assigned quality control tasks and conducting visual editing. Abstracts cases in manual entry system. Participates in special studies, including field studies and in-house reliability studies. Responsible for meeting and complying with all SEER, NPCR and NAACCR activities and deadlines. Assists in and performs audits on an as-needed basis. Maintains status as Certified Tumor Registrar. Responsible for the timely reporting from a group of assigned hospitals. Notifies the supervisor of those facilities who fail to comply with reporting regulations. Requests specific follow-back information from assigned hospitals.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college with a Bachelor's degree.</p> <p>EXPERIENCE: Two (2) years of experience as a tumor registrar in a central cancer registry, hospital, or other health care facility which shall have included responsibility for abstracting cancer cases, quality control, and conducting public health surveys or patient care studies and evaluations.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p> <p>CERTIFICATION: Appointees must possess a valid Certified Tumor Registrar certification issued by the National Cancer Registrar's Association and the National Board for Certification of Registrars.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to:		You can reply to this posting by emailing your cover letter, resume and application for employment to:	
Susan Way, Executive Assistant 1 Epid., Environmental and Occupational Health Reference Posting #004-16 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369		PSTEEOH@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**